

RELEASING DENIAL DECISIONS AND DISMISSAL ORDERS

Send the designated copies of the decision and the letter to the appropriate destinations, as follows:

<u>LETTER</u>	<u>DECISION</u>	<u>DESTINATION</u>
ORIGINAL LETTER (PRTF)	REPRESENTATIVE COPY	TO ATTORNEY
WHITE TISSUE (PRTF)	CLAIMANT COPY	TO CLAIMANT
FILE BOX & WHITE TISSUE (PRTF)	ORIGINAL	IN CLAIM FILE - (right side)
APPEALS COUNCIL (PRTF)	APPEALS COUNCIL	IN APPEALS FILE - (right side)
DIVISION COPY (PRTF)	DIVISON COPY	IN TRAY FOR DIVISION
DO COPY	DO COPY	IN DO BIN
OGC COPY	OGC COPY	ANALYST - (Write name in upper right corner)
OGC (PRTF)	OGC	TO ALJ - (Write name and city, state in upper right corner)
PHOTOCOPY	PHOTOCOPY	TO RCALJ - (Write city, state in upper right corner)
PHOTOCOPY	PHOTOCOPY	TO "A" AAJ - (Write name in upper right corner)
	BLUE COPY	TO LEFT-SIDE OF CLAIMS FILE